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SECURITY INFORMATION

Document No. 11

NO CHANGE in Class. ☐

☒ DECLASSIFIED

Class. CHANGED TO: TS S C

Auth: DDA Memo, 4 Apr 77
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Date: 270278 By:

25X1

TRAINING PROGRAM
IN
RECORDS MANAGEMENT

Sponsored Jointly By: GENERAL SERVICES OFFICE
OFFICE OF TRAINING

OGC Has Reviewed

ROOM 1402 BUILDING I

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MORI/CDF

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A G E N D A

14 April — 11 May 1953

Chairman - [REDACTED]
Office of Training

25X1

Tuesday, 14 April

0930 INTRODUCTORY REMARKS

[REDACTED] *Chief*
Record Services Division
[REDACTED], *Chief*
Management Training Division
Office of Training

25X1

25X1

1000 RECORDS MANAGEMENT IN
INDUSTRY

EMMET J. LEAHY, *President*
National Records Management
Council

1100 RECORDS MANAGEMENT IN
GOVERNMENT

HERBERT E. ANGEL, *Director*
Records Management Division
National Archives and Records
Services, GSA

Monday, 20 April

1000 THE PLACE OF RECORDS
CENTERS IN A RECORDS
MANAGEMENT PROGRAM

EVERETT O. ALLDREDGE, *Chief*
Records Center Branch, Records
Management Division, GSA

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Monday, 20 April

1100	DISPOSITION OF FEDERAL RECORDS	ARTHUR E. YOUNG, <i>Deputy Regional Director for Records Management Service, Region 3, GSA</i>
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Friday, 24 April

1000	HOW TO MAKE A RECORDS SURVEY	DOROTHY M. LUTTRELL, <i>Chief Records Administration Branch Administrative Services Division Office of Price Stabilization</i>
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1100	CORRESPONDENCE MANAGEMENT	MONA SHEPPARD, <i>Organization and Methods Examiner, Records Management Division, GSA</i>
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1150	STATUS OF AGENCY CORRESPONDENCE MANAGEMENT PROGRAM	<div> </div> <i>Chief Record Services Division</i>	25X1
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Monday, 27 April

1000	FORMS AND PUBLICATION MANAGEMENT	<div> </div> <i>Chief Printing Advisory Staff</i>	25X1
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1100	PRINTING AND REPRODUCTION IN THE AGENCY	<div> </div> <i>Assistant Chief Printing and Reproduction Division</i>	25X1
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Friday, 1 May

1000	SYSTEMS FOR THE CONTROL OF CORRESPONDENCE AND RECORDS	<div></div>	<i>Records Analyst</i>	25X1
1100	THE APPLICATION OF PUNCH CARD METHODS TO RECORDS MANAGEMENT PROBLEMS	<div></div>	<i>Chief Machine Records Branch</i>	25X1

Monday, 4 May

1000	PROCEDURE FOR DEPOSITING VITAL MATERIALS	<div></div>	<i>Records Analyst</i>	25X1
1030	OPERATION OF THE VITAL MATERIALS REPOSITORY	<div></div>	<i>Services Officer</i>	25X1
1100	RECORDS DISPOSAL, RETIREMENT AND PRESERVATION	<div></div>	<i>Chief Records Management and Distribution Branch</i>	25X1

Friday, 8 May

1000	STANDARDS FOR MICROFILMING	<div></div>	<i>Records Analyst</i>	25X1
1030	OPERATION OF AN AGENCY RECORDS CENTER	<div></div>	<i>Records Analyst</i>	25X1

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Friday, 8 May

1100	REPORTS MANAGEMENT	<div></div>	<i>Records Analyst</i>	25X1
1130	THE IMPORTANCE OF A RECORDS PROGRAM AS A TOOL OF MANAGEMENT	<div></div>	<i>Chief Organization and Methods Service</i>	25X1

Monday, 11 May

1000	THE TASK OF AREA RECORDS OFFICERS	<div></div>	<i>Chief Record Services Division</i>	25X1
1030	INSTALLING YOUR RECORDS MANAGEMENT PROGRAM	<div></div>	<i>Assistant Chief Records Management and Distribution Branch</i>	25X1
1100	GROUP DISCUSSION	<div></div>		25X1
1145	SUMMARY	<div></div>		25X1
1150	CLOSING REMARKS	<div></div>	<i>Chief General Services</i>	25X1
		<div></div>	<i>Office of Training</i>	25X1

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